

POSITION DESCRIPTION



Position Title	District Nurse
Position Number	N5948
Department	Community Nursing
Classification	District Nurse Level 1 YQ1 to level 2 YU1 commensurate with qualification and experience
Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028
Reports to:	Community Nursing Manager

Position Purpose:

District Nurses are independent practitioners who design care with a wellness approach to enable clients to be supported and empowered to manage their health at home. Care provision includes skilled nursing intervention as well as educating clients and their families to retain or regain their independence utilising goal based care planning.

Department / Unit Specific Overview

Community Nursing is a part of the broader Community Services Department based in Ararat. We provide community nursing across the catchment area of Ararat Rural City. Community Nursing includes District Nursing, Palliative Care, Hospital in the Home, Post Acute Care, Hospital Admission Risk Program (HARP), Breast Care, and Home and Community Care Program for Younger People (HACC PYP). Each program area aims to provide awareness and education which enables community members to have a better understanding of their own health issues and thus take greater responsibility for improving their own health outcomes.

Our Values



Integrity

We value integrity, honesty and respect in all relationships



Excellence

We value excellence as the appropriate standard for all services and practices



Community

We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background



Working Together

We value equally all people who make a contribution to EGHS to achieve shared goals



Learning Culture

We strive to continually lead and develop through education, training, mentoring and by teaching others.

Organisational Context

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.



Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, consumers and the community.

Our Vision

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

Our Purpose

To meet people's health needs through leadership, strong partnerships and wise use of resources.

Strategic Actions

See [Strategic Plan 2023 – 2027](#).

Organisational Responsibilities

- Be aware of and work in accordance with EGHS policies and procedures, including:
 - [Victorian Public Sector - Code of Conduct](#)
 - [Confidentiality, Security and Management of Information - SOPP 24.02](#)
 - [Hand Hygiene - SOPP 70.18](#)
 - [Occupational Health and Safety - SOPP 72.09](#)
 - [Person Centred Care - SOPP 60.20](#)
 - [Safety - SOPP 72.13](#)
 - [Performance Development policy - SOPP 35.27](#)
 - [Risk Management - SOPP 74.01](#)
 - [Child Safe – SOPP 57.24](#)
- Be respectful of the needs of patients, consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
- Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
- Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
- Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
- Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.



Responsibilities and Major Activities

- Provide clinical review and home visits, as requested by the Care Coordinator. Where a patient's health is identified as deteriorating, provide appropriate management and escalation.
- Communicate and liaise with patients, families, carers, multi-disciplinary team members, acute and community health professionals, and other key stakeholders involved in patient care. Relay pertinent information to the Care Coordinator.
- Provide timely and concise information to health professionals, patients, families and carers that support patient wellbeing and continuum of care.
- Documentation, maintenance of patient health records, data entry and e-referrals as per EGHS policies.
- Work closely with allied health professionals, community health staff, UCC and IPU staff across EGHS.
- Responsible for ensuring that clinical practice and delivery of care is consistent with professional Standards for Practice.
- Accepts responsibility for own actions, recognises limitations in practice and abilities, seeks input from more experienced clinicians, and helps other team members as required.
- Prioritise workload based on needs, acuity and optimal time for intervention.
- Provide supervision and mentorship to students and less experienced staff ensuring the provision of safe and effective care.
- Demonstrate accurate, complete and up-to-date documentation in line with EGHS policies and maintain a high documentation standard of all staff within the designated area.
- Contribute to and support the usage of best evidence to drive patient care.
- Provide leadership to the implementation of safety and quality initiatives.
- Ensure that all patients, carers, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Undertake the admission and discharge of patients to a high standard as required by your area of work.

Key Performance Indicators

Key performance measures are how staff are assessed as meeting the responsibilities of the position listed above.

KPI's for this role will be based on:

- a demonstrated commitment to the provision care that is client centered, strengths based and underpinned by a re-enablement and restorative philosophy.
- ability to contribute and practice collaboratively as part of a multidisciplinary team.
- a demonstrated ability to assess, plan and coordinate care for clients and their carers with complex medical, psychological and chronic illness.
- commitment to flexibility and innovation in practice including an evidence based approach to care.
- written and computer skills required to fulfil this position.
- a current and valid Victorian drivers license.
- current registration with AHPRA as a Registered Nurse .
- Accuracy and timeliness of work completed.
- Relationship building.
- Process improvement.
- Annual professional development plan.



Key Selection Criteria

Essential Criteria:

- Demonstrated commitment to the provision of agreed care that is client centred, strengths based and underpinned by a re-enablement and restorative philosophy.
- Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team.
- Demonstrated ability to assess, plan and coordinate care for carers and clients.
- Demonstrate ability to recognise and escalate patient deterioration.
- A commitment to and evidence of flexibility and innovation in practice, including an evidence based approach to care.
- Assessment and critical thinking skills in regard to triaging and prioritising care.
- Excellent interpersonal skills demonstrated by examples of a positive and proactive approach to problem solving.
- Commitment to a high standard of personal appearance and conduct that is clean, neat, tidy, punctual and respectful in language and manner towards staff, patients, carers, residents and visitors.
- Demonstrated excellent written and verbal communication, co-ordination and organisational skills.
- Demonstrated written and computer skills at the level required to fulfil this position.
- Hold a current and valid Victorian driver's licence.

Must comply with the following:

- Registered Nurse with AHPRA (annually)
- National Police Check (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- NDIS Worker Screening Check (renewed every 5 years)
- Immunisation requirements (annually)

Acknowledgement

Employee Name	
Employee Signature	Date
Manager Name	
Manager Signature	Date
Developed Date (MM,YY)	12,2019
Developed By Name	
Developed by Title	Director Community Services

